

Oswal Shikshan & Rahat Sangh Sanchalit
SHREE HALARI VISA OSWAL COLLEGE OF COMMERCE
(Affiliated to University of Mumbai & NAAC Accredited with 'B' Grade)

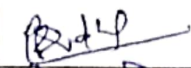
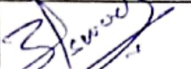
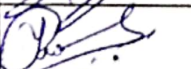
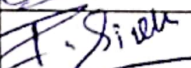
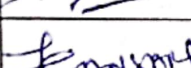
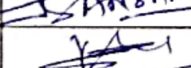
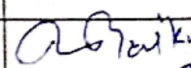
Notice

Date: 5th September, 2018

All the faculties are hereby inform that the monthly staff meeting is scheduled on 8th September, 2018 at 1:00 p.m. in Principal office.

Agenda for the meeting are:

- 1) Confirming the minutes of previous meeting held on 30th July, 2018.
- 2) Updating about the meeting minutes of committee assigned.
- 3) Reports of activities completed in respective committees assigned.
- 4) Review of syllabus monitoring register update and Teachers dairy (Self made)
- 5) Updating about plan of activities to be conducted and sponsorship
- 6) Updates about Research project collected from T.Y.B.com.
- 7) Any other matters with permission of chair.

Sr. No	Name	Designation	Signature
1	Mrs.Pooja Dodhia	Asst. Professor	
2	Mr. Shaikh Aswad	Asst. Professor	
3	Mr.Yogesh Pawar	Asst. Professor	
4	Mrs.Ranjeeta Singh	Lecturer	
5	Mrs. Fauzia Ansari	Lecturer	
6	Mr. Sanjay Salwe	Librarian	
7	Mr. Surendra Warik	Head Clerk	
8	Mr. Sumit	Sports Incharge	

9 Mr. Sanket Nakhwa Lecturer

Dr. (Smt.) Snehal S. Donde
DR. (MRS.) SNEHAL S. DONDE
Principal
PRINCIPAL

Shree Halari Visa Oswal College
Of Commerce, Bhiwandi.

Oswal Shikshan & Rahat Sangh Sanchalit
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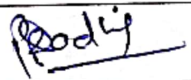
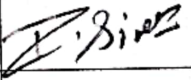
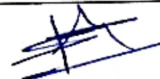
Notice & Agenda
2018


Date: 5th September,

All the faculties are hereby inform that the monthly staff meeting is scheduled on 8th September, 2018 at 2:00 p.m. in principal office.

Agenda for the meeting are:

- 1) Confirming the minutes of previous meeting held on 30th July, 2018.
- 2) Updating about the meeting minutes of committee assigned.
- 3) Reports of activities completed in respective committees assigned.
- 4) Review of syllabus monitoring register update and Teachers dairy (Self made)
- 5) Updating about plan of activities to be conducted and sponsorship
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- 7) Any other matters with permission of chair.

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6	Mr. Sanjay Salwe	Librarian	
7	Mr. Surendra Warik	Head Clerk	
8	Mr. Sumedh Gaikwad	Sports Incharge	

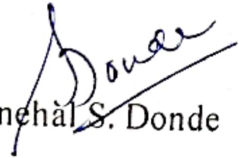

Dr.(Smt.) Snehal S.Donde
Principal

- m) Principal asked research project work given to Mrs. Ranjeeta. Mrs. Ranjeeta said students are going to submit Monday. Principal said after collecting the project distribute among the faculty, faculty will analyse the work done by students then will take it ahead for conducting further research.
- n) Principal asked to Mr. Sumedh, sports incharge to take a undertaking from students in writing if they want to participate in sports they have to even wait after 12:30 p.m. for doing further practice, because practice done during the college hours in not sufficient.
- o) Principal said it is the responsibility of every faculty to promote our new courses like MBA and at least make 5 students to enrol for the same.
- p) Principal said every faculty to display list of activities to be conducted and notice to their respective board and also committee plan so students can make themselves ready and advance idea can get to everyone.

The meeting was ended at 3.30 pm with refreshments.

Mr. Yogesh Pawar

Staff Council


Dr.(Smt.) Snehal S. Dande

Principal

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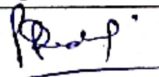
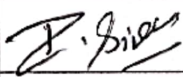

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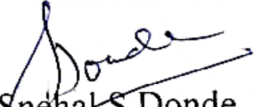
Date: 13th January, 2019

All the faculties are hereby inform that the monthly staff meeting is scheduled on 17th January, 2019 at 2:15 p.m. in principal office.

Agenda for the meeting are:

- 1) Confirming the minutes of previous meeting held on 26th October, 2018.
- 2) Updating about the work of respective work assigned.
- 3) To update about Dhanak preparation & confirmation of dates.
- 4) To discuss about 26th January programme preparation and duties allocation
- 5) To update about teachers daily dairy lecture time monitoring.
- 6) To update about YCMOU syllabus completion & examination dates.
- 7) Any other matters with permission of chair.

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1	Mrs.Pooja Dodhia	Asst. Professor	
2	Mr. Shaikh Aswad	Asst. Professor	
3	Mr. Yogesh Pawar	Asst. Professor	
4	Mrs.Ranjeeta Singh	Lecturer	
5	Mrs.Fauzia Ansari	Asst. Professor	
6	Mr. Sanket Nakhawa	Lecturer	
7	Mr. Sanjay Salwe	Librarian	


Dr.(Smt.) Snehal S.Donde
Principal

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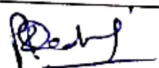
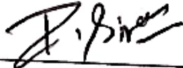

Agenda

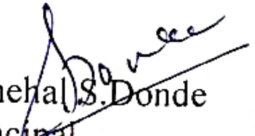
Date: 17th January, 2019

Teaching Staff Meeting with the Principal was arranged in Principal's office on 17th January, 2019 at 2:00 p.m. in principal office.

Following points were discussed:

- 1) Confirming the minutes of previous meeting held on 26th October, 2018.
- 2) Updating about the work of respective work assigned.
- 3) To update about Dhanak preparation & confirmation of dates.
- 4) To discuss about 26th January programme preparation and duties allocation.
- 5) To update about teachers daily dairy lecture time monitoring.
- 6) To update about YCMOU syllabus completion & examination dates.
- 7) Any other matters with permission of chair.

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4	Mrs.Ranjeeta Singh	Lecturer	
5	Mr. Sanket Nakhawa	Lecturer	
6	Mrs.Fauzia Ansari	Asst. Professor	
7	Mr. Sanjay Salwe	Librarian	


Dr.(Smt.) Snehal S. Dande
Principal

Minutes of the meeting

Teaching Staff Meeting with the Principal was arranged in Principal's office on 17th January, 2019 at 2:00 p.m.

Following points were discussed:


- a) Principal said in every meeting she has given direction, for conducting any programme its necessary to do the preparation at least 2 days before and all invitation should be forwarded at least 10 days before then too it is not following therefore next time onwards it will be the responsibility of concern faculty and they have to give updates regarding the same to the principal otherwise strict action will be taken.
- b) Principal asked Mrs. Ranjeeta why yet ISO certificate not displayed in admin room and staff room for which she has already given instruction and all the direction. Mrs Ranjeeta said she has given certificate to Mr. Warik for making frame and also reminded so many times but due to non-availability of petty cash he could not performed.
- c) Principal asked faculties to update the work pending
 - i) Mrs. Ranjeeta said the syllabus of YCMOU is completed and their examination is scheduled. Principal also asked about scholarship for students for which yet students not submitted their documents. Mrs. Ranjeeta said she has given notice to students taking regularly follow-up for the same. Principal Instructed all the class teachers it will be their responsibility that maximum benefits should be get to students and they will ensure their class students documents submission.
 - ii) Mrs. Pooja said research paper is completed and forwarded on the mail after considering the changes suggested by Principal and for magazine printing she went to management for payment but they said they will first discuss with principal and then it will be finalised. Also for Halari Kranti she is working on the same and will forward to principal
 - iii) Mr. Yogesh updated about daily dairy maintaining of teaching staff and what measures taken for improving attendance of class. He also updated about the NSS camp video and report which is forwarded on mail. Principal said now he also has to perform Video of Los Angeles where the work of NSS volunteer performed under her guidance by

Supervisors to be arranged in the first week of the January, 2018 for making them aware of the activities and newly introduced courses of the college.

- j) The Principal insisted faculties to find for new faculties for new courses. The candidate having minimum 55% in post graduation level is eligible for the teaching post. The sports teacher and gym instructor should be appointed at earliest.
- k) The upcoming event 'Dhanak' should be organised well. Team of anchors to be formed with students for handling any college event. Other college teachers and Junior college Principal can be invited for the judging events of the Dhanak. So, cordial relationship can be established with them. Media coverage should be given for important events.
- l) The syllabus Monitoring Register and Daily diary should be completed timely and submitted to the Principal on Every Monday. The faculties are required to read University news and journals regularly in the library.
- m) Placement cell should be made functioning. Proper record keeping to be done for any invitation to the company for recruitment, guidance lecture, etc.
- n) Alumni association to be registered. The Librarian was given the responsibility of organizing inter-collegiate sports event.
- o) The discipline among students should be maintained. The strict action should be taken against any indisciplinary behaviour of the students. The Students have to be failed in internal exams if they remain absent during class test.
- p) Ms. Komal was given responsibility of maintaining infrastructure and sports equipment properly.
- q) Teacher asked why salary is not getting on time we are facing some problems due to delay in receiving the salary because of having loan and other expenditure. Principal said she has discussed with Mr. Deepak Shah he said till March due to financial crunch they are facing this issue and salary will be granted on 22-23 in these months.
- r) Teacher asked when interview is going to be scheduled as committed during appointment it will be conducted within in one month and approval will be forward to university. Principal said letter to VC nominee forwarded waiting for panel.

The meeting was ended at 3.30 pm with refreshments.

Mr. Yogesh Pawar
Staff Council


Dr. (Smt.) Snehal S. Donde
Principal

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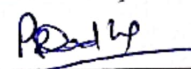
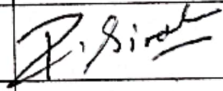
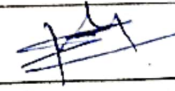
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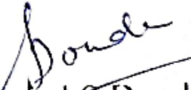
Date: 27th January, 2019

All the teaching staffs are hereby inform that the monthly staff meeting is scheduled on 28th January, 2019 at 2:15 p.m. in principal office.

Agenda for the meeting are:

- 1) Confirming the minutes of previous meeting held on 17th January, 2019.
- 2) Updating about the work of respective work assigned.
 - i) Funding Agencies update, Alumni Registration, NSDC - Mr. Aswad
 - ii) AQAR Acknowledgement mail, Discipline, Faculty dairy - Mr. Yogesh
 - iii) Attendance, Magazine, Halari Kranti, Research Paper - Mrs. Pooja
 - iv) MSSDS, India Today, Women Status survey, WDC Programme list - Mrs. Fauzia
 - v) YCMOU Exam, Research Paper, Result Print, IDOL centre - Mrs. Ranjeeta
 - vi) IGNOU, I-Card, Conference - Mr. Salwe
- 3) To discuss and finalize the dates of upcoming events in February.
- 4) To discuss the issue of delay in salary.
- 5) To discuss about faculties participation in various workshops & conferences.
- 6) Any other matters with permission of chair.

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1	Mrs. Pooja Dodhia	Asst. Professor	
2	Mr. Shaikh Aswad	Asst. Professor	
3	Mr. Yogesh Pawar	Asst. Professor	
4	Mrs. Ranjeeta Singh	Lecturer	
5	Mrs. Fauzia Ansari	Asst. Professor	
6	Mr. Sanket Nakhawa	Lecturer	
7	Mr. Sanjay Salwe	Librarian	


Dr. (Smt.) Snehal S. Donde
Principal

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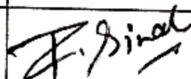
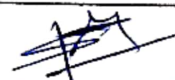
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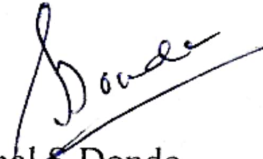
Date: 28th January, 2019

Teaching Staff Meeting with the Principal was arranged on 28th January, 2019 at 2:00 p.m. in principal office.

Following points were discussed:

- 1) Confirming the minutes of previous meeting held on 17th January, 2019.
- 2) Updating about the work of respective work assigned.
 - i) Funding Agencies update, Alumni Registration, NSDC - Mr. Aswad
 - ii) AQAR Acknowledgement mail, Discipline, Faculty dairy - Mr. Yogesh
 - iii) Attendance, Magazine, Halari Kranti, Research Paper - Mrs. Pooja
 - iv) MSSDS, India Today, Women Status survey, WDC Programme list - Mrs. Fauzia
 - v) YCMOU Exam, Research Paper, Result Print, IDOL centre - Mrs. Ranjeeta
 - vi) IGNOU, I-Card, Conference - Mr. Salwe
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5	Mrs. Fauzia Ansari	Asst. Professor	
6	Mr. Sanket Nakhawa	Lecturer	
7	Mr. Sanjay Salwe	Librarian	


Dr. (Smt.) Snehal S. Donde
Principal

Minutes of the meeting

Teaching Staff Meeting with the Principal was arranged in Principal's office on 28th January, 2019 at 2:00 p.m.

Following points were discussed:

- a) Principal said faculties are not maintaining proper daily dairy of their work and they should introspect themselves. Principal said she has also given remark on daily dairy and faculties need to follow the same. Also all the records of leaves taken and workshop seminar participation to be maintain in the dairy itself.
- b) Principal said Mr. Aswad not updated properly about Dhanak fest to management and even me and even after giving instruction he had not removed all the stickers and broacher from the website within given time frame and therefore he has asked to write a apology letter. Mr. Aswad said he removed all the stickers but due to some miscommunication it remain on website and thereafter he removed which already noticed by Mr. Chandrakant Bhai. Principal said Mr. Aswad did not write a letter properly and made gang-up which will not be tolerated at all. Because of his this behaviour principal said he has removed from Student council.
- c) Principal asked Mrs. Pooja about Halari Kranti report which she has to submit earlier but yet it is not submitted. Mrs. Pooja said the report was prepared but when she forwarded same to the management the date is already gone. Principal instructed to Mrs. Pooja from today onwards she will prepare monthly report of college progress by highlighting the important achievements and will forward to principal before 25th of every month.
- d) Principal asked faculties to update about the work allocated & pending:
 - i) Princial asked to Mr. Aswad – The list of funding agencies not explored properly and also funds for research projects and Alumni Association not yet registered. Mr. Aswad said he is working on the same but due to fees not received from Alumni's it is getting dealy. Principal said it is pending from last 5-6 months and therefore he has to contribute from his own salary and get complete within one week. Principal also said due to his casual behaviour in culture committee attendance is getting affected and students are not turning towards class.
 - ii) Principal said to Mr. Yogesh NSS unit in not functioning properly and he need to

frame certain strategies and proper action to be taken for proper functioning. Because of his casualness in work NSS student's attendance was very less on 26th January and from next time onwards all volunteers should be present. Principal also said because of his leaves during December work of AQAR affected and therefore his LWP will be marked though he had submitted medical certificate. Mr. Yogesh said he was suffering from allergy due to medicine taken for led swelling and it is not producible. Principal also asked to Mr. Yogesh about discipline and measures taken for improving attendance. Mr. Yogesh said as per instruction given by you we ask students to stand out those who are reporting after 7:15 and also check their I – Cards regularly. Principal said next time onwards asked make students stand inside the class for all lectures and if same students are repeated give a call to their parents. And those students actively involved in participation and preparation note more than 20% relaxation will be given to them.

iii) Principal Asked to Mrs. Pooja what measures she has taken for attendance improvement as attendance is getting low day by day. Mrs. Pooja said she has circulated defaulter list for the month of December and signatures of students also taken and parents meetings is scheduled in the month of February. Principal said every class teacher will be responsible for their class attendance will ensure maximum attendance.

Principal said students of NSS, DLLE & Student council will sit regularly in the class otherwise their name should be removed from such committee as they are the role models for others. Principal also asked Mrs. pooja to prepare separate attendance sheet of Student council of last two months.

Principal asked to Mrs. Pooja why yet magazine copy not received. Mrs. Pooja said due to payment it is yet not done. Principal said she has to convince management and also explain how it is necessary from LIC and other academics point of view as it is already delayed and we have also applied for new courses. And also she has to start collection of data for next year's magazine.

iv) Principal asked to Mrs. Fauzia about MSSDS work. Mr fauzia said she has submitted all the details of students on MSSDS and other portal which is currently showing approved & successfully TBN numbers of 23 students showing. Principal instructed to Mrs.Fauzia from onwards she will guide to Ms Priya for all this portal work so she will be train to handle all this work.

Principal also said to Mrs. Fauzia, Mrs. Pooja & Mr. Yogesh once again go through the data submitted to India Today Ranking and their follow-up and forward same to the principal.

Principal also asked to Mr. Fauzia about proposal of women status and WDC activities. Mrs. Fauzia said she is working on women proposal and draft of same is forwarded on principal's mail and she had planned activities to be conducted in WDC will confirm the schedule and detail about the speaker invited for guest lectures and other activities.

v) Mrs. Ranjeeta updated about the YCMOU exam & IDOL centre for which lecture is going to start from next Saturday & Sunday. She also informed about faculty require to teach English subject in YCMOU which is incorporated in this semester having specialisation M.A. in English.

Ranjeeta also updated about the examination result printing which is pending and Mr. Vijay will go tomorrow for the same.

Principal asked Mrs. Ranjeeta what about remuneration of YCMOU exam which conducted. Mrs. Ranjeeta said all the documents and bills forwarded to the concern centre and follow-up taken they will be releasing at the end of this month. And also documents prepare for the payment of internal paper assessment of SY & FY which was said in earlier meeting.

e) Mrs. Ranjeeta updated about the tentative dates of upcoming events and faculty incharge for the same which are :

on 9th February – Convocation (Mrs. Ranjeeta & Mrs. Pooja)

on 15th & 16th February – Annual Sports (Mr. Aswad, Mrs. Fauzia & Mr. Sanjay)

from 18th to 22nd February – Industrial Visit (Mrs. Ranjeeta)

on 2nd March Annual Day (Mr. Yogesh & Mrs. Ranjeeta)

on 8 or 9th March National Conference (Mr. Aswad, Mrs. Pooja & Mr. Salwe)

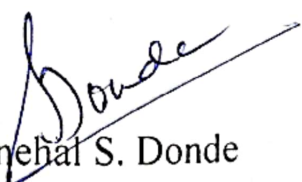
Principal said it is the responsibility of each faculty to work on the task given to them.

f) Mr. Yogesh said Salary of December month is yet not received and every month salary getting delay. He also spoke with Mr. Chandrakant Bhai, Chairman but he said they are working on the same but due to financial crunch it is happening and very soon they will be resolving this issue. Principal said she will discuss the same in CDC & GC meeting.

- g) Mr. Yogesh said as a compliance of AQAR faculties' participation for workshops and conference is not up to the mark. Principal said whenever she found any updates she has forwarded the circulars and broacher's and ask faculties to participate apart from these they themselves to find from the other sources and participate in the same as it is necessary for upgrading the knowledge & networking. Principal also said for orientation and short term programme faculties need to register during the vacation as we have less number of faculties so the work will not affect.
- h) Principal instructed all the faculties that they have to give update about their regular work assigned on what's app group otherwise necessary steps will be taken.
- i) Principal asked Mr. Yogesh to explore some CSR fund for river cleaning project. & also enquire about the remaining grant of NSS. Mr. Yogesh said he will visit to university for the same & will explore with corporate.
- j) Principal asked all the faculties need to spend daily two hours for research work and do produce quality research paper which should be based on primary data & without her permission it should be forwarded to any conference or seminars.
- k) Principal provided Mrs.Savita's number to Mrs Fauzia who is working under micro finance and women empowerment and asked to communicate with her and work for certain training and placement for our students.

the meeting was ended at 7.15 p.m.

Mr. Yogesh Pawar
Staff Council


Dr.(Smt.) Snehal S. Donde
Principal

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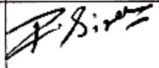
Notice

Date: 4th April, 2019

All the teaching staffs are hereby informed that the monthly Staff Meeting is scheduled on 4th April, 2019 at 2:15 p.m. in Principal office.

Agenda for the meeting are:

- 1) Resignation submitted by 2 faculties
- 2) Updates of work assigned
- 3) Confidential report submission
- 4) Overall review of the work.
- 5) Any other matter with permission of chair

Sr. No	Name	Designation	Signature
1	Mrs.Pooja Dodhia	Asst. Professor	
2	Mr. Shaikh Aswad	Asst. Professor	
3	Mr. Yogesh Pawar	Asst. Professor	
4	Mrs.Ranjeta Singh	Lecturer	
5	Mrs.Fauzia Ansari	Asst. Professor	
6	Mr. Sanjay Salwe	Librarian	


Dr.(Smt.) Snehal S Donda
DR. (MRS.) SNEHAL S. DONDE
PRINCIPAL
Shree Halari Visa Oswal College
Of Commerce, Bhiwandi.

Oswal Shikshan & Rahat Sangh Sanchalit
SHREE HALARI VISA OSWAL COLLEGE OF COMMERCE
(Affiliated to University of Mumbai & NAAC Accredited with 'B' Grade)
Minutes of the Meeting

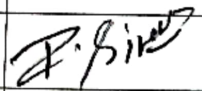
Date: 4th April, 2019

Teaching Staff Meeting with the Principal was arranged on 4th April, 2019 at 2:15 p.m. in Principal office.

Following points were discussed:

- 1) Resignation submitted by 2 faculties
- 2) Updates of work assigned
- 3) Confidential report submission
- 4) Overall review of the work.
- 5) Any other matter with permission of chair

Following Staff were present :

Sr. No	Name	Designation	Signature
1	Mrs.Pooja Dodhia	Asst. Professor	
2	Mr. Shaikh Aswad	Asst. Professor	
3	Mr.Yogesh Pawar	Asst. Professor	
4	Mrs.Ranjeeta Singh	Lecturer	
5	Mrs.Fauzia Ansari	Asst. Professor	
6	Mr. Sanjay Salwe	Librarian	

Item no. 1:-

Principal informed Mr. Aswad & Mr. Yogesh that their resignation is accepted by the Management and Mr. Chandrakant Bhai said find out other faculties for their replacement.

Principal asked Mr. Aswad & Mr. Yogesh, why they took sudden decision of resignation. Mr. Aswad said because of college timing his personal and family life is affecting as he has to manage several things after college hours but he could not manage those things and as earlier

said that the timing of college is from 7 a.m. to 3 p.m. but on 3 p.m. too he is not able to leave from the college and salary is not being timely almost every months.

Mr. Yogesh inform that he is unable to do certain work as expected he doesn't have freedom and for taking certain decision. He informed that his decision is final to quit. and he is not in a position to concentrate.

Principal oriented all the faculties how faculties are not having knowledge about effective time management and proper planning of work, she reminded why daily dairy is given to maintain. Also explained how faculties should strategies their work and effective utilisation of work because today's world is all about multi tasking and how effectively they have to manage the time & plan their work. She explained how to take decision as it affects the career.

Item no. 2 :-

Principal took an update about the work assigned to faculties and reports pending. She enquired about Previous paper correction and discussion with Students

Mrs. Pooja updated about the Committee reports pending from concern faculties for website updates.

Principal asked faculties about report pending and submit it on or before 10th April, 2019 are as:

Convocation Day Report : Mrs. Ranjeeta Singh , to provide faculty list for IDOL lectures.

Annual IQAC & Annual Day Report : Mr. Yogesh Pawar , Tally & MKCL Proposal Accounts of NSS & Dhanak to be submitted

Alumini registration & Collect Student council Badgs Farewell & Dhanak Report: Mr. Aswad Shaikh , Magazine final Copy – 20th April

Attendance Report : Mrs. Pooja Dodhia

WDC Proposal Sachhar Committe Report : Mrs. Fauzia Ansari, Self defence programme to be conducted & Contact Ramesh Rao for schemes, Library

Principal expressed hard is appointment with Mr. Yogesh & Mrs. Pooja for not able to get continuation of participation & timely arrange Research workshop, as it had to be cancelled, Mr Yogesh desied to take IDOL lectures despite of less workload was discussed.

Item no. - 3:-

Principal asked Mrs. Pooja to provide API form to all faculties as we provide every year for maintaining the academic achievement & performance record and get filled from every faculties as a records of Confidential Report. It was instructed to submit Completed form by 10th April

Item no.:- 4:-

Principal took an overall review of work & about daily research work, which is she asked all the faculties and if any suggestion they want to add.

Mrs. Ranjeeta said she has started referring some websites and University news and working of topic related to finance.

Mrs. Pooja also said she has started the research work. Principal asked Mrs. Pooja first she must complete the research paper on women status on which she is working and also prepare proposal for Ph. D research work. She directed Mr Yogesh to Prepare Research Advisory Committee letters & minutes and make report of research work assigned He informal nothing he could do.

Principal asked Mrs. Fauzia to submit work done about sacchar committee & paper on women study, also find out the status about proposal submitted to state commission.

Principal asked faculties suggestion if any they want to add.

Mr. Aswad said about promotion concern we are targeting only 40% crowd for admission due to college timing and compulsion for all lecture.

Principal said Discipline is because of this only our college name in vicinity is good and higher % Students joined. we are not going to compromise with discipline and will work as per University rules. She reminded that the enrolment enhanced due to college activities and thus in house no increased. So we need to centred on quality education and systematic organisation activities.

The meeting was ended at 3.30 p.m.

Mr. Yogesh Pawar
Staff Council


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